

**BY ORDER OF THE COMMANDER
AIR FORCE SPACE COMMAND**



AIR FORCE INSTRUCTION 24-302

**AIR FORCE SPACE COMMAND
Supplement 1**

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VEHICLE MANAGEMENT

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Supplement implements and extends the guidance of Air Force Instruction (AFI) 24-302, *Vehicle Management*, dated 1 February 2005. The AFI is published word-for-word without editorial review. This supplement describes AFSPC's procedures for use in conjunction with the basic AFI. Supplement applies to all Air Force vehicle management functions within Air Force Space Command. Deviations from the procedures described herein are prohibited without written approval from OPR. This publication does not apply to Air Force Reserve and Air National Guard units. Units may supplement AFI24-302; however, policies cannot be less stringent than identified in the basic and AFSPC supplement. All unit supplements will be coordinated and approved by HQ AFSPC/LCRPM prior to final publishing. Upon receipt of integrated supplement, discard Air Force basic publication. **NOTE:** Contracted vehicle maintenance operations: Compliance with the contract Performance Requirement Document (PRD) takes precedence over this publication. However, corrections and modifications to the PRD should be made at the earliest opportunity or during contract renewals. Items not specifically addressed in the contract PRD shall be IAW AFI 24-302, this supplement, and other Air Force publications. Maintain and dispose of records created as a result of prescribed processes in accordance with Air Force Records Schedule (RDS) which may be found on-line at <https://webrims.amc.af.mil>.

SUMMARY OF REVISIONS

The information in this supplement was previously included AFMAN 24-307_AFSPCSUP1. This supplement has been completely revised and must be reviewed in its entirety. This publication provides guidance for management of alternative fueled and low speed vehicles. It addresses the unique maintenance arrangement for the Payload Tractors (PT) and Transporter Erector (TE) tractors. It aligns vehicle management responsibilities and titles with other governmental agencies and industry. This document is the primary publication used to manage the Air Force Space Command vehicle fleet.

1.4.4.9. (Added) Develop an OI (Operating Instruction) to establish procedures for the operation of Refueling Maintenance shops to include, but not limited to, confined space entrance, purging of tanks, grounding of vehicles and when fuel tanks must be drained before working on pumping systems.

1.4.10. (Added) Establish an OI detailing where and how road tests are performed. All vehicles being road tested by vehicle maintenance will be properly identified by a placard/sign indicating "ROAD TEST" or "Operational Check."

1.8.6. (Added) HQ AFSPC missile wings have a unique maintenance arrangement for the Payload Tractors (PT) and Transporter Erector (TE) tractors. Vehicle maintenance will maintain the cab, chassis and drive train components, including power take off units attached to the transmissions. Missile Maintenance Squadron (MXS) will maintain all hydraulic system components, including the hydraulic pump (i.e. Pneudraulics, PREL and mechanic shops). **Exception:** 2003 and newer Payload Tractors are registered USAF vehicles and will be maintained by vehicle maintenance IAW T.O. 36-1-191, ***Technical and Managerial Reference for Motor Vehicle Maintenance.***

1.14.3.2.1. (Added) The Fuels Management Office will code Vehicle Identification Link (VIL) keys to restrict (lock out) the use of gasoline when alternate fuel is available. To meet the requirement that Compressed Natural Gas (CNG) bi-fuel assets require operating on 4 to 6 gallons of gasoline every 6 to 8 weeks, the VIL keys will be unlocked the first three duty days of the month to allow the purchase of gasoline.

1.14.3.8.1. (Added) Command vehicle acquisition priorities are: First E-85 (85% ethanol and 15% gasoline) followed by CNG bi-fuel vehicles or CNG-only vehicles whenever mission application allows. When Alternative Fueled Vehicles (AFV) are unavailable, procure diesel over gasoline whenever possible to capitalize on the bio-diesel utilization.

1.14.3.9.1. (Added) Vehicle Management and Analysis (VM&A) will ensure proper emphasis to fill long-lease requirements with AFV. VM&A will submit Long-Term Lease Acquisition Plans to HQ AFSPC/LCRPO for review NLT 15 September of each year.

1.19.1. Additional maintenance or inspections are not required on nuclear certified vehicles beyond identified serviceability standards and inspection requirements for all USAF motor vehicles and equipment IAW T.O. 36-1-191.

3.9.21. All contracted locations will have Quality Assurance Evaluator (QAE) oriented continuity books to ensure the smooth transition of QAEs. Content will be sufficient to allow newly assigned QAEs to identify past problems and items to be addressed on contract renewal or new award. A copy of the current contract will also be filed in or near this book.

3.9.32. Vehicle Deficiency Report (DR). DREAMS II is a one-way conduit to the GO21 Infocen database at WR-ALC. Send an info copy of all reports to lcprm.wf@afspc.af.mil. WR-ALC no longer sends out DR acknowledgement messages. Instead updates are posted on website <https://sevpgm.robins.af.mil/vehicle/default.asp>. VM&A will visit this page within three days after submission of a DR to confirm receipt and at least monthly for status updates. To enable WR-ALC to better serve our vehicle community, vehicle managers will coordinate with the Safety Office to include WR-ALC/LEG on all Dull Sword submissions.

3.29.2.1. Adding special equipment (i.e. pintle hooks, fire extinguishers, camper tops) or commercial optional parts (i.e. lift gates) to Nuclear Certified vehicles is authorized and controlled locally by the Vehicle Management Flight when the nuclear safety design of the item is clearly not impacted by the change. Modification of nuclear certified vehicles is limited to the guidance listed in AFI 24-302, Para 3.29.3. Modifications to nuclear certified, non-AF controlled vehicles must be coordinated with the appropriate Item Manager/ALC. All requests affecting Air Logistics Center controlled vehicles will be routed through HQ AFSPC/LCRPM for evaluation.

3.30.2.1. (Added) An OI is required for seasonal rebuild programs to include start and completion dates. These dates should be consistent with the using organization's requirements. All work orders opened on seasonal equipment, during rebuild periods reflected in the OI, will reflect the management code loaded in OLVIMS (management codes 4000 and 5000 will not be used). Open and close the work order for evaluation and delaying parts to minimize downtime. Once parts are received, open the maintenance work order to perform required maintenance actions. This will ensure proper accumulation of downtime, accurate cost accounting, and minimum Non Mission Capable (NMC) time while vehicles are not required in support of mission requirements. The seasonally repaired vehicles need only draw downtime if they are unable to be used or are actually in the repair process. Units desiring to locally extract downtime data from end-of-month reports may do so manually to determine true vehicle in-commission rates for the remainder of the fleet. When extracting this data, you must exclude both the NMC hours and the available hours. Units may group all of their seasonal rebuild vehicles under a single group code in OLVIMS for easy identification of assets.

3.31.1.1. (Added) Do not retain more than two of the same type vehicles (same management code, make model and year) for parts reclamation. Do not retain vehicles longer than 90 days after receipt of disposal instructions. **EXCEPTION:** Overseas location will not exceed 180 days.

3.31.4. (Added) Store reclamation vehicles separately from other vehicles in the vehicle maintenance compound ensure they are clearly marked as reclamation only and ensure the storage area maintains an acceptable appearance.

4.2.13. The NCOIC/VM&A will ensure all necessary actions required IAW AFCSM 24-1, **Online Vehicle Interactive Management System (OLVIMS)** are performed prior to running monthly products. At least annually, the VFM/VMS will review the VM&A processes for validating all monthly products and ensure they have a solid (tested) data backup plan.

4.6.17. Report TCTO, Service Bulletin (SB) and One-Time Inspection (OTI) compliance directly to HQ AFSPC/LCRPM workflow mailbox lcrpm.wf@afspc.af.mil. If no e-mail access, compliance can be faxed to DSN 692-5347 or Commercial (719) 554-5347. Include vehicle registration number, vehicle work order number and completion date. Do not send copies of the work order. Ensure completed work orders are filed in the permanent portion of the vehicle records jacket.

4.6.17.1. (Added) VM&A, jointly with the TODO, will ensure a requirement for the TO/TCTO series is established on all assigned vehicles.

4.20.3.1. Units will not load or track assets categorized as Low Speed Vehicles (LSV) or Other Government Motor Vehicle Conveyances (OGMVC) on the VAL. These assets must be accounted for on equipment CA/CRL (Custodian Authorization/Custody Receipt Listing) R14.

4.20.3.2. The decision to maintain LSVs and OGMVCs in LRS Vehicle Management facilities if mission needs dictate, or to have all maintenance performed through contract, BPA (Blanket Purchase Agreement), GPC (Government-wide Purchase Card), or through unit self-help will be made locally. If utilizing self-help, Vehicle Management's facilities will not be used. Owning units desiring to perform their own maintenance via self-help will use their own shop or make arrangements with the Base Automotive Skills Development Center. Owning units are prohibited from performing maintenance on brake and steering systems; a civilian automotive maintenance firm must perform this maintenance.

4.20.3.3. (Added) For all LSV and OGMVC maintenance performed through contract, BPA, GPC, or through unit self-help, the owning unit must supply VM&A with receipts or proof of maintenance performed.

4.20.3.3.4. (Added) All LSV and OGMVC assets maintained in LRS Vehicle Management facilities will be issued an X registration number assigned by Vehicle and Equipment Management Support Office (VEMSO). Use management code 8499 and NSN (National Stock Number) as prescribed in the basic publication. All maintenance performed in Vehicle Management facilities will be on a reimbursable basis. A maximum of 0.3 equivalents will be applied to LSVs and OGMVCs maintained in LRS Vehicle Management facilities.

4.20.4.3. (Added) Units must supply VM&A with receipts or proof of maintenance performed. **DO NOT** open work orders to update next due scheduled inspections. Update the next due information manually through the scheduled maintenance transaction in OLVIMS.

4.20.5. The ceiling on the number of LSV and OGMVC authorizations will be set at a maximum of three vehicles per organizational flight. For each additional LSV or OGMVC owned above the three vehicle threshold a light duty general purpose vehicle authorization, 1 ½ ton and below, excluding ambulances, trailers, and Special Purpose (Management Code C) telephone maintenance trucks, identified on the unit's Vehicle Authorization List (VAL) will be deleted. For units with no vehicle authorizations, the number of LSV and OGMVC authorizations is capped at a maximum of 1ea.

4.20.8. (Added) OGMVCs will only be operated on installation or government property/roads. Off base usage is prohibited.

4.24.8.6. (Added) Unit requests to establish new vehicle authorizations without a verifiable/programmable mission change, i.e., POM, OPLAN, PPLAN, etc, must include an offsetting decrease from other wing authorizations. MAJCOM projected decreases resulting from VVVs or mission changes are not to be considered as offsets.

4.25.1.3. Vehicles authorized for "retention only" under Allowance Source Code (ASC) 048 require validation by the VFM/VMS each time the vehicle enters the shop. ASC 048 vehicles requiring major repairs will be processed to DRMS (Defense Reutilization and Marketing Service). VM&A will create a Type "Z" concurrent inspection titled "VMM/VMS 048 repair validation required." Use an interval of "1." This will cause the inspection to be printed each time a work order is opened and will require VFM/VMS approval before initiating repairs.

4.33.2.3. (Added) Vehicles leased through General Service Administration (GSA) to fill MAJCOM/LCR approved long-term lease authorizations will be administered by Fleet Management/VM&A under a single GSA Billing Office Account for each MAJCOM assigned to the installation.

4.40.1. All HQ AFSPC vehicles will be marked according to T.O. 36-1-191. All costs associated with additional/optional markings listed in the T.O. will be borne by the unit requesting their installation. Operational markings required on GSA leased assets must be negotiated between host Transportation and GSA and could increase the vehicle-leased cost.

4.85.4.1. Forward quarterly [site code] RAQ6T.DA1 file to HQ AFSPC/LCRPM workflow mailbox lcrpm.wf@afspc.af.mil to arrive no later than the 5th calendar day of the first month following the end of the quarter. Contracted shops will forward the quarterly file direct to HQ AFSPC/LCRPM unless specified otherwise in the contract Statement of Work (SOW). In all cases, data must be received by MAJCOM NLT the 5th calendar day.

6.4.5.1. (Added) The VFM/VMS will ensure all mechanics receive a copy of the Vehicle Maintenance Safety Handbook during the initial job safety training. The VFM will also encourage the use of the hand-

book during daily maintenance operations. Electronic version can be downloaded from the AF VEMSO web site.

6.5.2.3. The training manager, supervisors, and trainers will maintain and use the USAF 5- and 7-level standardized lesson plans during upgrade and qualification training. The training manager will maintain lesson plans for all subject areas taught in formal in-house classroom training.

7.5.5. (Added) Delete the scheduled maintenance “next due” data from OLVIMS when a vehicle is awaiting disposition or repair authority from HQ AFSPC/LCRPM. Change the organization code to 0O (Zero Oscar).

7.12.2.2. All vehicles regardless of type will be checked daily (when used) and the appropriate operator's inspection guide signed off prior to the vehicle's use. If a vehicle isn't used daily, it will be checked and the appropriate operator's inspection guide signed off at least weekly.

7.30.3. Use of the AF IMT 1829, **Refueling Equipment Inspection Record** is a local option; however, meter calibrations, fuel strainer and filter changes will be documented on computer generated **Vehicle Historical Record**, OLVIMS PCN SB004-828 via completed work order when AF IMT 1829 is not used.

7.32.3. Use of the AF IMT 1830, **Refueling Equipment Hose Installation and Hydrostatic Test Data Record** is a local option; however, hose installations and hydrostatic hose testing will be documented in the vehicle's historical record via completed work order when AF IMT 1830 is not used.

9.5.1. Adopted Forms:

9.5.1.1. AF IMT 1829, **Refueling Equipment Inspection Record**

9.5.1.2. AF IMT 1830, **Refueling Equipment Hose Installation and Hydrostatic Test Data Record**

Attachment 9 (Added)**TIRE REPLACEMENT POLICY AND USE OF RECAPPED TIRES**

A9.1. (Added) T.O. 36A9-8-49-1, *OPN, SVCE and Repair Instr – Field Maint – Payload Transporter Payload Transporter Semitrailer A/M 32A-47C, PN 25-60660-120, AM32A-82, PN 25-60660-121, Truck Tractor A/S32A-25A, PN 25-60299-14 (Boeing)* the operators' manual for Payload Transporter (PT) tractors, states in paragraph 1-23.2.: "...Recap tires will not be installed on the steering axles."

A9.2. (Added) Technical Order 36-1-191, Chapter 4, Tire Para 4.21.1.2. (discusses operator inspection) states: "Tread wear as indicated by visible wear indicators across the tire tread or measured by a depth gauge in a major tread groove. Minimum tread depth is 2/32 inch. The front tires of trucks, 10,000 GVW and greater, operated primarily off base at speeds greater than 35 MPH shall have at least 4/32 inch tread depth." Vehicles used in the missile fields are consistently operated at speeds greater than 35 mph. They have the added stress of being driven many miles on dirt and gravel roads, and often have to traverse these roads in inclement weather. As a result, HQ AFSPC/LCRPM fully supports replacement of tires at 4/32 inch tread depth on all vehicles used primarily in the missile field, in addition to those covered in the above reference. **EXCEPTION:** Payload Transporters (PT) and Transporter Erectors (TE) tires will be replaced at 6/32" tread depth IAW T.O. 21M-LGM30G-2-33, *Operations for Aerospace Vehicle Equipment VAFB, Wing I, III and V USAF Series G Missiles Using Payload Transporter Semitrailer, A/M32A-47D*, Pg 4-14, Table 4-2 and T.O. 35D3-11-52-2, *Intermediate Maintenance Manual Truck Tractor Transporter Erector A/S34A-40, PN 5122100-001-101, Semitrailer, Transporter – Erector A/M32A – 98, PN 5122200-001-101, CNTL, Missile Erection DC 261/E, PN 5122614-001 (Loral)*.

STEPHEN L. LANNING, Brig Gen, USAF
Director, Logistics and Communications